

**Texas State Board of Plumbing Examiners**  
**Employment Opportunity**  
929 East 41<sup>st</sup> Street  
Austin, TX 78751

**Position: Human Resources Specialist III**

**Job Posting Number: 06/23-456-06**

**State Classification: 1733**

**Salary Group: B18 – Human Resources Specialist III**

**Salary: \$3,543.42 to 4,582.08 monthly**

**Full Time**

**Opening Date: June 1, 2023**

**Closing Date: Until Filled or Closed**

**Benefits: Excellent benefits provided; numerous elective benefits are available**

**Start Date: August 1, 2023**

**Job Description**

*This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*

The Human Resources Specialist provides all recruiting, staff onboarding, benefits enrollment, time management activities, and related other human resources functions for the Texas State Board of Plumbing Examiners. Work involves administering a human resources management program (recruitment and selection, compensation, classification, leave and benefits, workers' compensation, or organizational development). Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Additionally, the position will manage the Centralized Accounting Payroll and Personnel System (CAPPS) time and leave management module for ensuring timekeeping activities are updated and approved in accordance with agency and state requirements.

Attendance and punctuality are required work attributes. This position is not eligible as a work-from-home position.

**Military Crosswalk information can be accessed at:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_HumanResources.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf)

Veterans: Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

**Essential Job Functions**

- Provides advice to management on issues, rules, and policies related to human resources management.
- Enters, updates, and retrieves information from various automated, human resources, and/or time keeping systems.
- Maintains and reviews human resources automated systems, files, and records.
- Administers and scores employment tests and may assist in developing employment tests.
- Completes human resources-related surveys and questionnaires, and compiles and analyzes human resources data.
- Prepares and maintains human resources correspondence and reports.

- Prepares and revises job descriptions and job postings. Processes personnel actions to ensure conformity with agency, state, and federal regulations.
- Assists in recruiting, screening, and interviewing applicants; evaluating their qualifications; and referring qualified applicants to the appropriate hiring manager.
- Assists in reviewing and developing human resources policies and procedures.
- Maintains the agency employee manual in accordance with agency, state and federal regulations.
- May participate in job fairs. Performs related work as assigned.
- Administers the agency's timekeeping functions and resolves timesheet issues with management and employees to ensure compliance with state and agency time management requirements.
- Administers the agency's benefits program to include new employee benefits registration, annual open enrollment the employee assistance program, and other agency benefits, as necessary.

### **Minimum Qualifications**

- High School diploma.
- Experience in human resources work, business, public administration, organizational development, business management or a related field.
- Valid Driver's License,
- Experience explaining policies and procedures to staff, training others, maintaining confidential and sensitive information.
- Experience developing human resource policies and procedures.
- Experience managing programs such as employment, compensation, and classifications,
- Minimum of two years of experience working in Human Resources in a corporation or state agency, or 60 hours of college credit at an accredited college or university.
- Intermediate computer literacy, including the use of email applications, spreadsheets, word processing applications, and human resource systems.
- Experience and education may be substituted for one another.

### **Preferred (Not Required) Qualifications**

- Experience using the Human Resources and timekeeping administration modules in the Centralized Accounting Payroll/Personnel System (CAPPS)
- Experience administering and managing employee benefits through the Employee Retirement System of Texas portal.
- Graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, organizational development, or a related field.

### **To Apply**

**NO FAXES OR PHONE CALLS, PLEASE!**

- Submit a completed typed State of Texas application by e-mail to:

[info@tsbpe.texas.gov](mailto:info@tsbpe.texas.gov)

- or through the work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

**IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications will be considered.**

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TSBPE business a background check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require assistance or special accommodations during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

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AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.